

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Performing Arts Manager	Job Family: 2
General Classification: Management	Job Grade: 38

Definition: To plan, organize, direct and coordinate the activities of the Performing Arts Center including facilities maintenance, ticket services, technical services and audience services; to coordinate performing arts activities with other divisions and departments and the community; and to provide highly complex staff assistance to the Community Services Director.

Distinguishing Characteristics: Receives general direction from the Community Services Director. Exercises direct supervision over assigned clerical, technical and professional personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the development and implementation of departmental goals, objectives, policies and procedures.
2. Manage, oversee, coordinate, review and participate in Performing Arts Center including client, ticket and technical operations.
3. Direct, oversee and participate in the development of the PAC work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Prepare the Center budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
5. Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; evaluate staff.
6. Represent the Center at professional, community and advisory committees and organizations; provide staff support as necessary.
7. Ensure departmental consistency as it relates to work practices, program procedures and guidelines, and resource allocation. Monitor direct facility

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management including maintenance, ensure compliance to standards and guidelines, security, staffing, rental contracts.

8. Analyze and prepare staff reports for City Council and attend meetings as necessary.
9. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of performing arts programming; principles and practices of facility management; principles and practices of policy development and implementation; principles and practices of business correspondence and report writing; pertinent local, State and Federal laws, rules and regulations; principles and practices of marketing and public information; principles and practices of organization, administration, finance and personnel management.

Ability to: Organize, direct and implement a comprehensive performing arts program including facilities; prepare and administer a budget; supervise, train and evaluate staff; interpret and explain division policies and procedures; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; negotiate and manage professional consulting services contracts.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of increasingly responsible experience in performing arts program management, including two years of supervisory responsibility; equivalent to a bachelor's degree from an accredited college or university with major course work in cultural arts, theater arts or business administration or a related field.

Required Licenses or Certificates:

Established February 1989

Revised May 1995

CLASS SPECS

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